

**CITY OF MOUNTAIN VIEW  
CLASS SPECIFICATION**

<b>Position Title:</b> Supervising Buyer	<b>Job Family:</b> 2
<b>General Classification:</b> Professional	<b>Job Grade:</b> 26

**Definition:** To perform complex and technical duties in the procurement of goods, services and supplies required by City departments; plan, organize and supervise the activities of the warehouse.

**Distinguishing Characteristics:** This is a first-line supervisory position in the Purchasing Division. This single position classification, under general direction from the Administrative Services Manager, exercises direct supervision over assigned professional and clerical personnel in the operation of the City's centralized purchasing system and control of the City's supplies at the warehouse. The incumbent performs complex and technical duties in the procurement of goods, services and supplies for City departments, including the development of service contracts, requests for proposals, control of the supplies inventory and disposal of items.

**Examples of Duties:** Duties may include, but are not limited to, the following:

1. Directs, assigns, trains, reviews and evaluates the activities of professional and support staff assigned to the City's centralized purchasing and warehouse functions.
2. Initiates and directs processing requisitions and purchase orders in response to requests from all City departments and projects; consults with user departments in developing complex and detailed specifications and contracts.
3. Prepares a variety of formal and informal requests for proposals and specifications for complex, technical or large-scale purchases.
4. Analyzes, edits and maintains current specifications for the purchase of a wide variety of commodities and services needed in the City; develops and awards bids and prepares contracts for award.
5. Interviews salespersons, obtains samples and literature from potential suppliers, negotiates with vendors and suppliers to ensure that the City secures maximum quality of product and service.
6. Prepares correspondence and reports related to purchasing systems; explains purchasing policies and procedures to potential vendors; obtains comparative

data regarding price, quality, quantity and availability of materials, supplies and equipment.

7. Works with Accounting and user-department staff to reconcile invoices and billing/payment issues.
8. Monitors developments in the purchasing field and recommends improvements to internal policies and procedures.
9. Assigns purchase order numbers and verifies fund availability; maintains records pertaining to all requests and purchases; issues purchase orders to appropriate vendors and obtains verification of goods and services received.
10. Acts in the capacity of Purchasing Agent in the absence of the Administrative Services Manager for the purpose of executing purchase orders, signing and approving confirming purchase orders and assuming responsibility for other activities in order to ensure expeditious processing of purchasing requests.
11. Manages the organization of materials in the warehouse to achieve maximum efficiency of operation and optimum utilization of space; develops and maintains a system for storing, controlling and disposing of supplies and materials.

**Minimum Qualifications:**

Knowledge of: Supervisory and management principles and practices; standard principles and practices of effective purchasing; methods and practices used in competitive bidding; accounting and bookkeeping systems; modern office procedures, methods and equipment; English usage, spelling, grammar and punctuation; standard business mathematics; applicable City ordinances and codes related to purchasing practices; practices and policies of the Purchasing Division; current market conditions and sources of supplies and services; characteristics and quantities of services, supplies, equipment and materials required by the City; and warehouse inventory control.

Ability to: Operate standard office equipment, including a 10-key calculator, computer and related software applications; communicate clearly and concisely, both orally and in writing; follow oral and written instructions in an independent manner; establish and maintain effective working relationships with those contacted in the course of work; prepare technical specifications; interpret and apply City purchasing policies and procedures; evaluate and award bids within level of established authority; identify and procure appropriate types and quantities of services, supplies, equipment and materials required by the City; perform the full range of assigned buying duties; and supervise, train and evaluate subordinates.

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**Experience and Training Guidelines:** Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: Three years of experience performing increasingly responsible buying activities. Training equivalent to a bachelor's degree from an accredited college or university with major course work in purchasing, business administration, public administration or a closely related field; completion of any two of the four test modules for the designation of Certified Purchasing Manager is highly desirable as is college course work in supervisory management or the City's supervisory training course.

**Required Licenses or Certificates:** Possession of a valid Class C California driver's license.

Established October 1996

Revised August 1, 2002

CLASS SPECS

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